

STANDARD CORRECTIVE ACTION TASK NAME DESCRIPTIONS

Updated October 1, 2007

Fieldwork – This task should be utilized to describe actions performed in the field.

Free product activities – All activities pertaining to free product. This task may be measurement, evaluation, recovery and/or disposal.

Laboratory analysis/w/fee - This task consists of all laboratory costs associated with a sample. Included is the PTRCB sampling fee of \$10.00 for the management of the sample including sample container, cooler, packing, shipping, handling, sample preservation and office related charges. This task may be soil, groundwater and air sample analysis. Note: The sampling fee is reimbursable based on the quantity of samples numbers assigned by the laboratory. Please identify the quantity of each type of sample and anticipated costs per type of analysis.

Lodging/per diem - The sum of anticipated lodging and per diem expenses associated with the corrective action plan. Lodging expenses requires receipts and will be reimbursed at actual costs. Per diem is the actual costs of meal at the rates set forth in 2-18-501, MCA, for state employees traveling within the state. The computation of time for purposes of determining meal allowances in accordance with 2-18-502, MCA.

Miscellaneous - This task should be utilized to describe activities that can not be attributed to any other task description. Example: site mapping, restoration, permits, modeling, study, locating wells and treatments.

Mobilization - This task includes all costs and mileage to transport equipment, materials, and personnel to and from the site location. Included in this task is time for loading and unloading equipment/materials and supplies. This item is on a per mile rate.

Monitoring - This task includes all labor, equipment, materials, consumables, and labor for locating, monitoring, purging and collection of soil, water or air samples. Typically the equipment used for groundwater purging will consist of a pump, generator, bailers, ropes, organic vapor analyzers, and meter(s). Recording the depth to groundwater is consider a subtask of monitoring by the Department of Environmental Quality.

Monitoring well installation - This task consists of labor, equipment and materials for the installation of a monitoring well utilizing drilling or push-probe techniques. This task normally included drill rig and/or support vehicle mobilization to and from the site. The task is express in a cost per foot for wells installed in accordance with Montana water well construction standards. Costs are based on installation using schedule 40 PVC casing and well screen. The work typically includes soil sampling at intervals of five to ten feet; decontamination procedures; sampling equipment; moving between wells; brass sleeves and associated sample collection and preservation materials; drilling consumables/bits; well installation and materials. Additional costs associated with task might include concrete coring ,drilling a nested well configuration and disposal of drill cuttings. Soil boring/monitoring well installation unit cost worksheet provides the necessary components of this task. Generally, soil borings are a subset of monitoring well installation.

Project management -This task is the process of creating, monitoring, controlling the scope of work and schedule and budget of all phases of environmental work. The project manager manages the project team, which is composed of all project participants. The project manager acts as the focal point of communications and coordinates project team efforts, ensuring that project participants work together to accomplish the project. Task includes communications with the owner/operator and agency.

Remediation system- This task includes labor, equipment, materials, and services necessary to design, install, start up, evaluate, modify, operate and maintain and shut down of a remediation system. Each component of a remediation system may be described and budgeting in a corrective action plan. Operation and maintenance subtask cost should be based upon a per visit basis.

Report -This task consists of all personnel and material costs to prepare a report requested by the DEQ. The type of report requested by DEQ is normally stated in the corrective action plan request.

Soil borings - This task is to be utilized when soil boring are performed to determine extension contamination in the soil. *If the soil borings are converted to monitoring wells, the task monitoring well construction should be utilized.* This cost is generally stated in a cost per foot of soil boring.

Soil removal - This task includes the removal and replacement of surface covering, overburden and contaminated soils. The task includes personnel and equipment necessary to remove the soil, segregation of clean and contaminated soils, backfill, compaction and resurface. The contaminated soil is normally removed to a one time or commercial land farm or landfill. Backfill may consist of clean soils removed and imported soils. The Petroleum Release Section and PTRCB soil excavation unit cost worksheet is useful to document which costs are included or excluded in subcontractor bid costs.

Survey - This task consist of the labor and equipment necessary to determine the location and record monitoring wells, utilities and other physical features pertinent to a remediation location.

Water level measurements -This task includes all costs (labor, equipment, materials and well consumables) to locate and measure groundwater depth and record information pertaining to a groundwater monitoring well when not performed as a subtask of groundwater monitoring.

Well abandonment - This task includes labor, equipment and materials for the proper closure of all types of wells in accordance with the Montana Department of Natural Resources and Conservation requirements. Task should include removal of the manhole, protective cover, removal or filling of well casing, and re-surface completion.

Well Development - This task consists of labor, equipment and materials to develop a well by surging and bailing and/or pumping until a visibly non-turbid discharge is obtained or until continued bailing produces no further improvement in water clarity. Development costs should be estimated using a per well unit rate. Wells containing measurable free product are not normally developed.

Work plan -This task includes research, labor, administrative support, printing, drafting, and distribution costs associated with the preparation of a corrective action plan requested by the department of Environmental Quality. This may include some time for update of health and safety plan.